QSR Scheduling App: Quick Start Guide

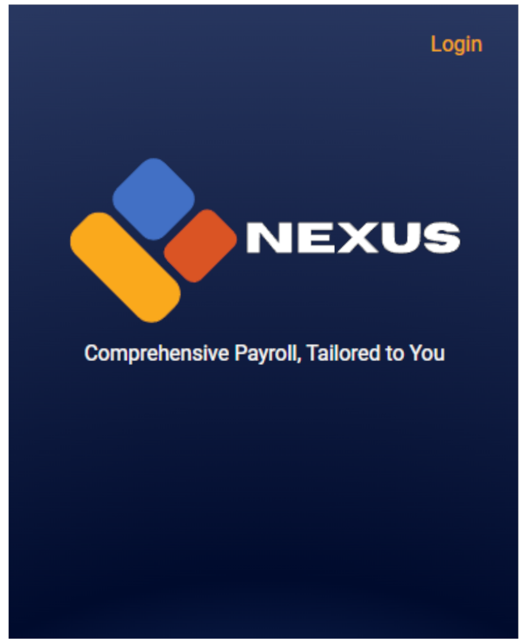
Features

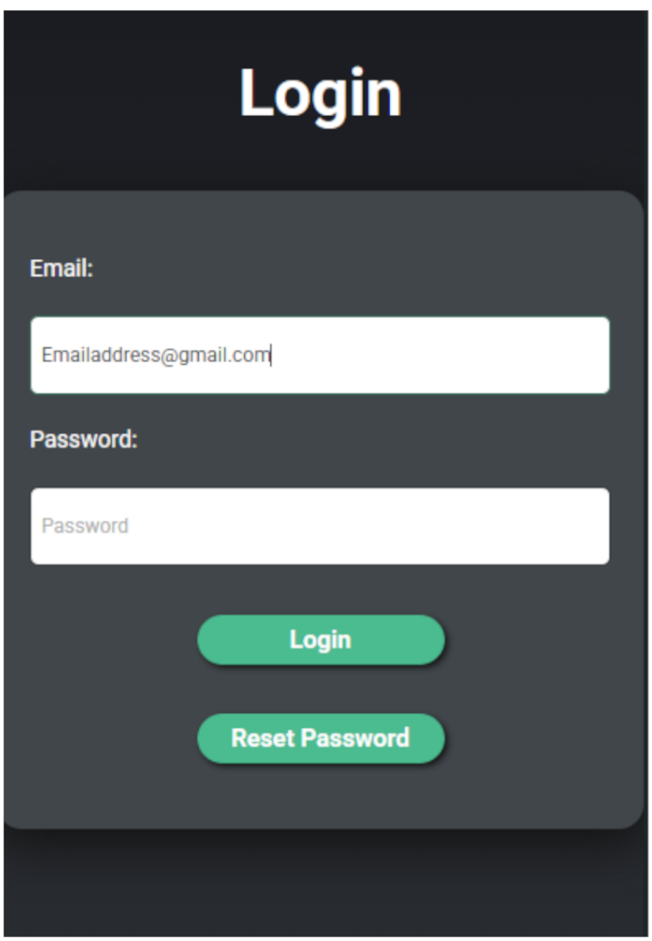
Recieve invitations to upcoming jobs
View details related to upcoming jobs
View your schedule
View your work history
View your pay history
Access useful forms

Logging In

Go to www.nexus-payroll.com

Click/tap on the Login text in the upper right hand corner of the window.





Logging In

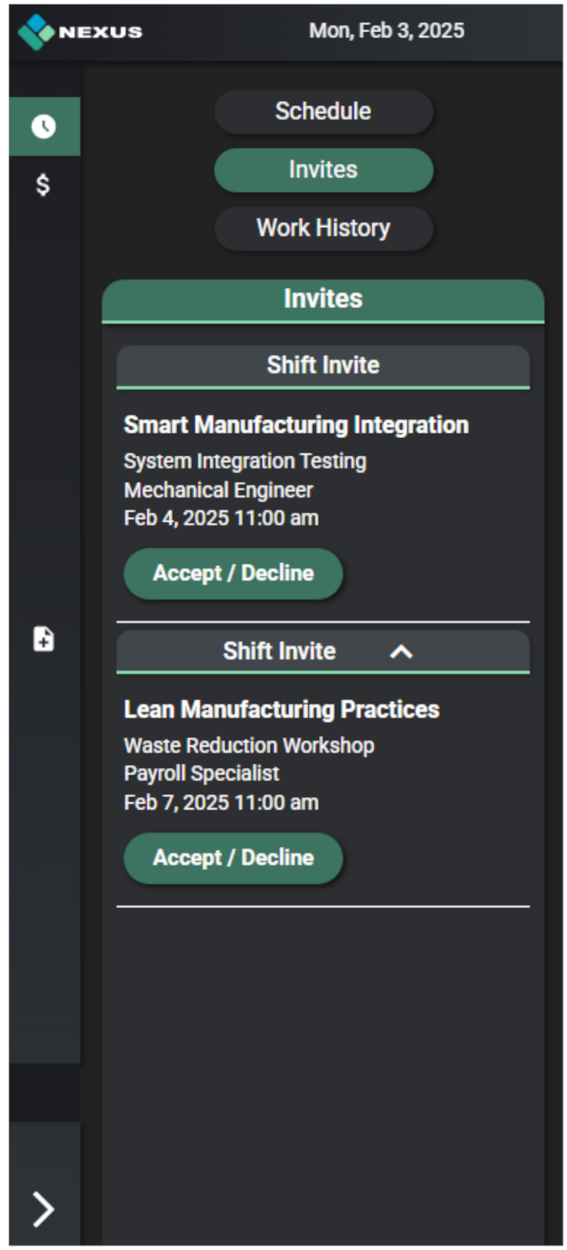
If logging in for the first time, enter the email that QSR has on file for you into the email field and then click/tap the "Reset Password" button.

This will send a password reset to the email address on file. The email will be from support@nexus-payroll.com and will have a link that will allow to setup your password.

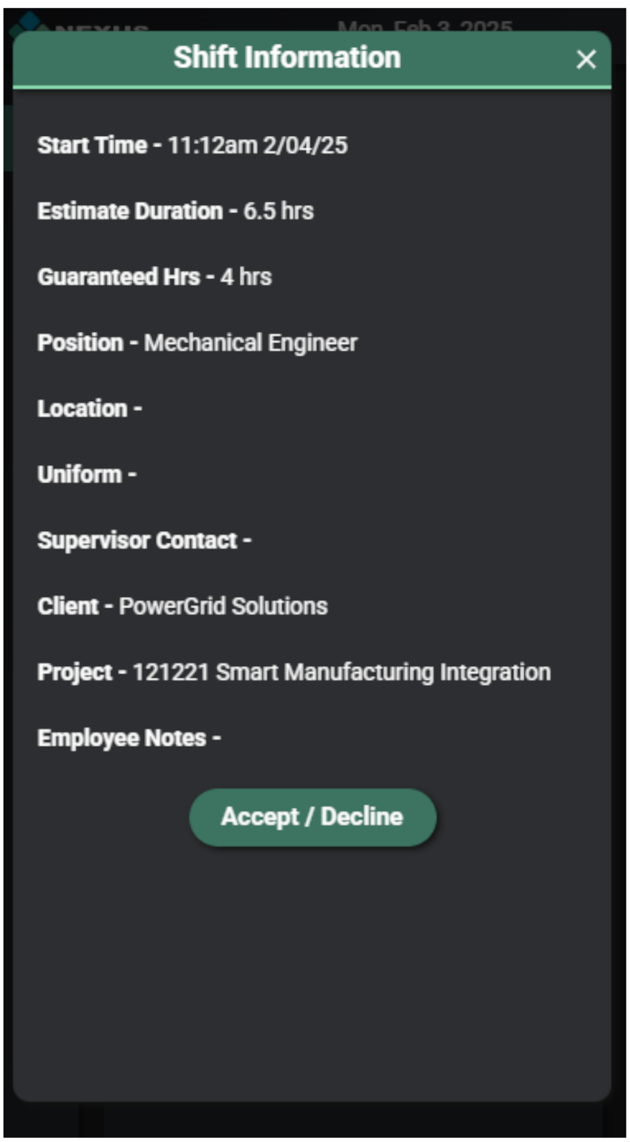
Then, return to the login page, enter your email and the password that you just set up.

Once logged in, you will be taken to the Team Member view. Here you can access different views including Schedule, Invites, and Work History.

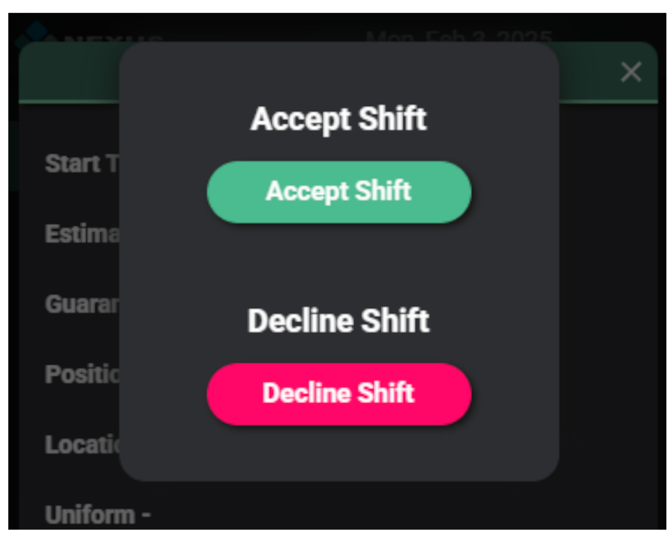
We will start with the Invite view (displayed to the right). Here you can view the details of any shift that you've been invited to, and accept or decline that shift.



If you tap on the name or details of the shift on this screen, a popup will appear that will give you more information regarding the shift (displayed below)



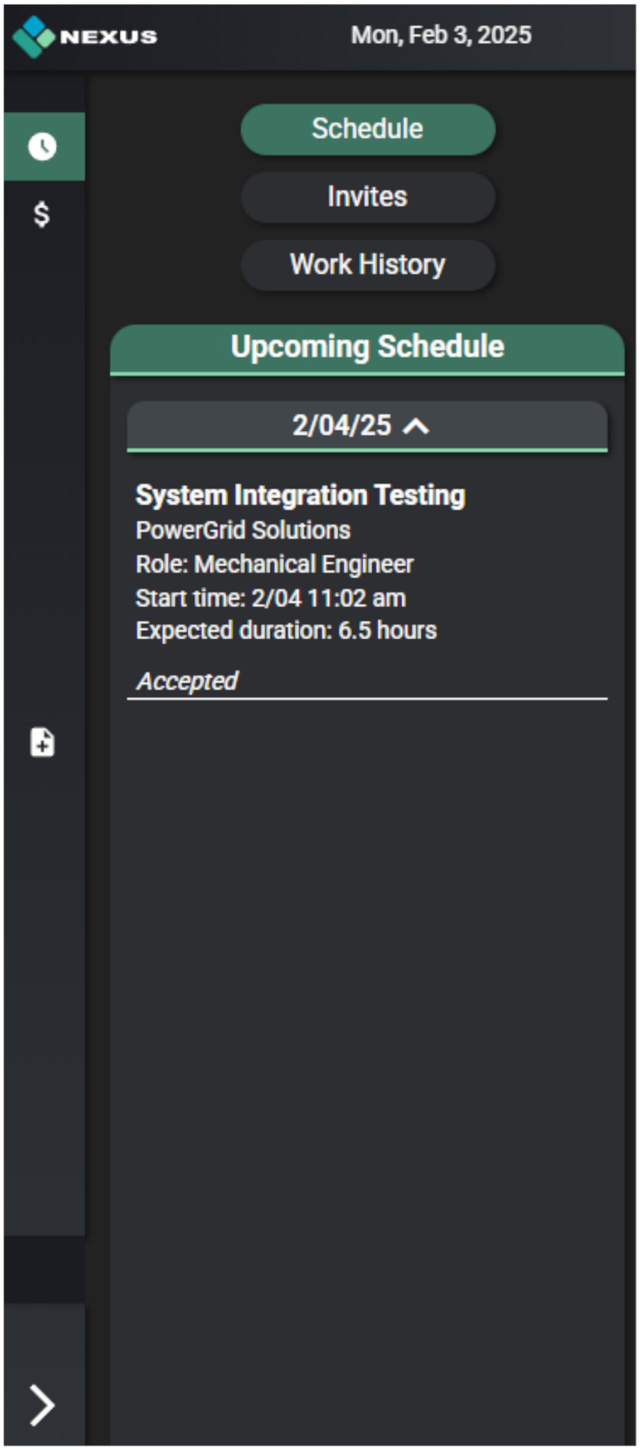
You can accept or decline your invites in either view by pressing the Accept/Decline button.

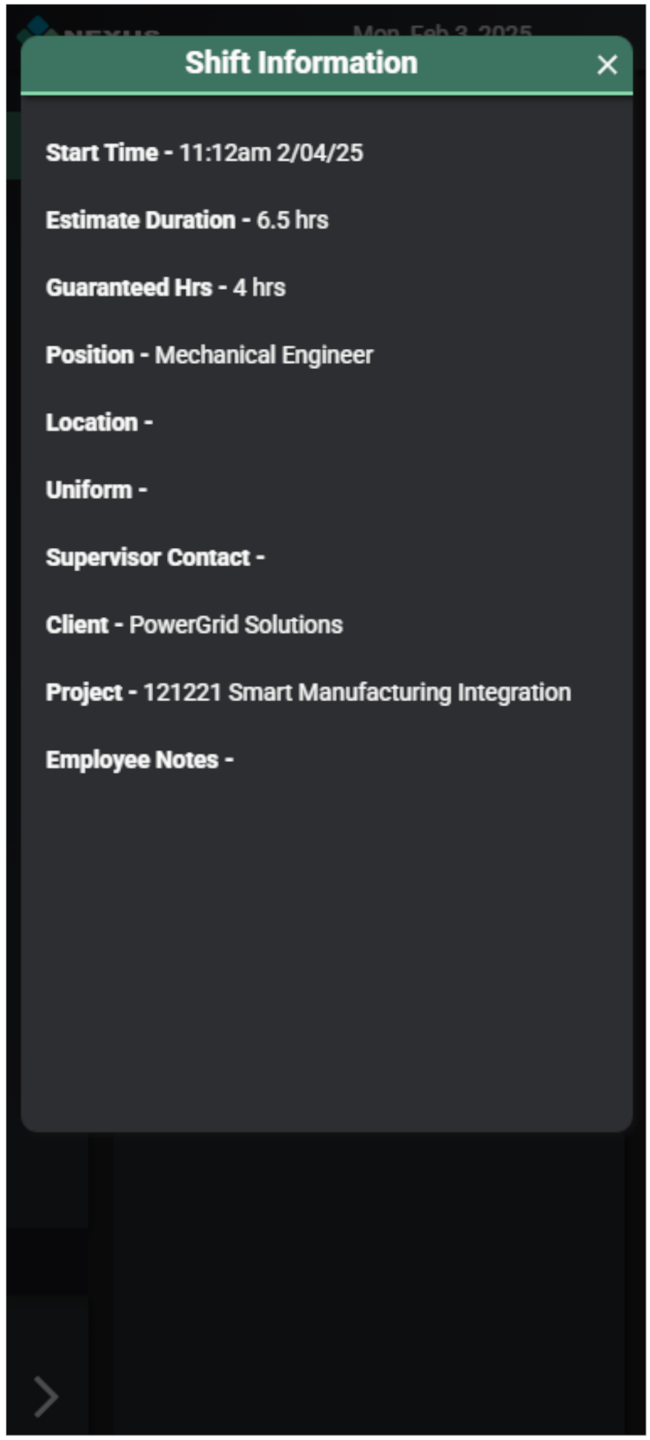


You are *not* scheduled on an event until you confirm the event in the app.

After confirming an Invitation, the call details will move to the "Upcoming Calls" section on the app.

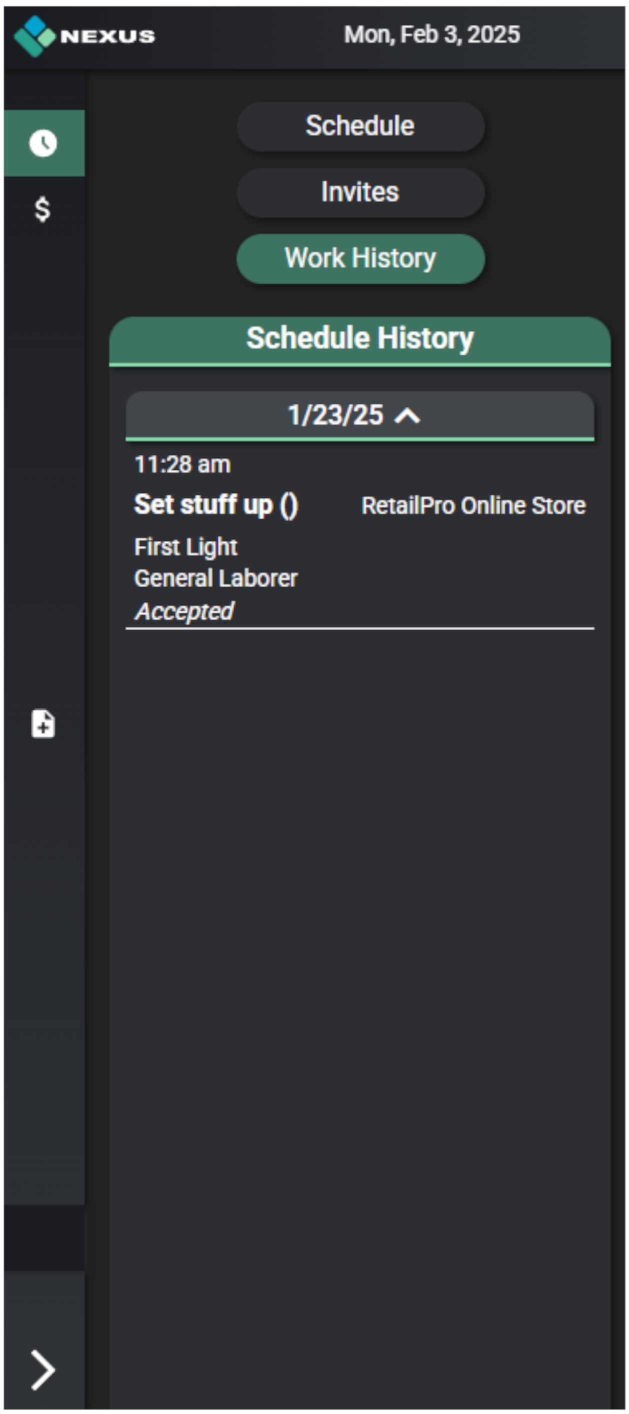
If you tap/click on the shift details, it will open a popup that gives all details associated with the shift

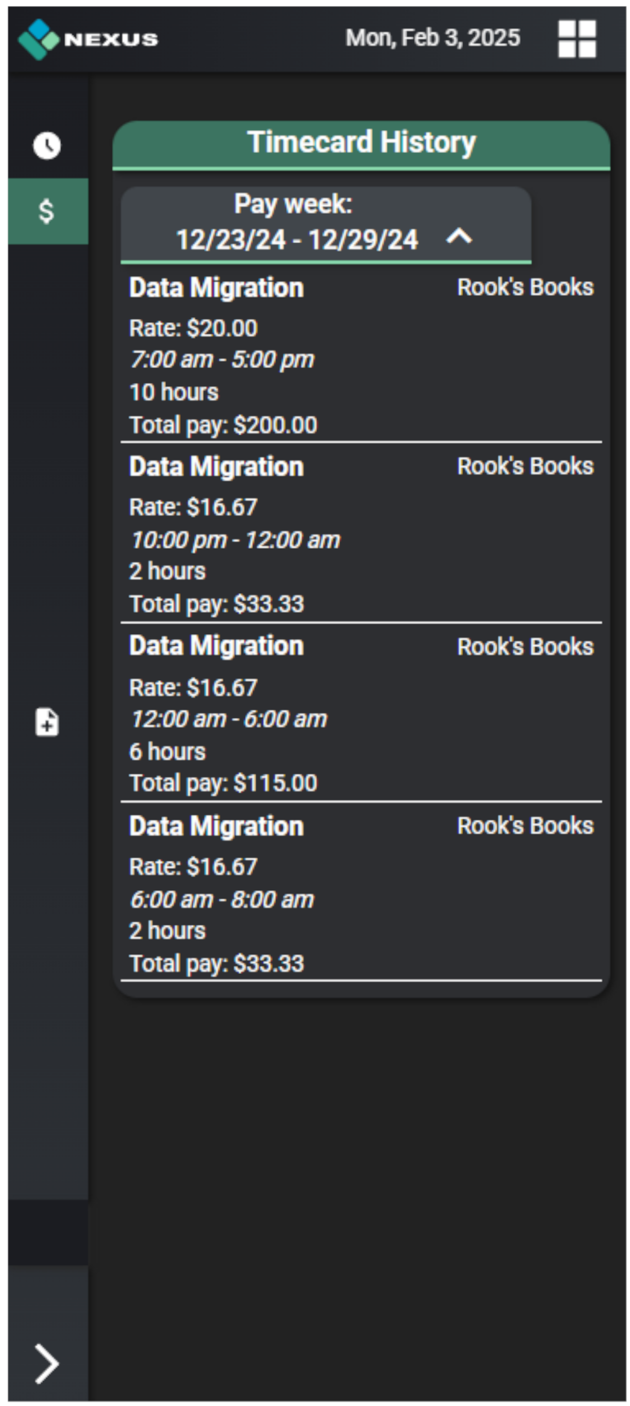


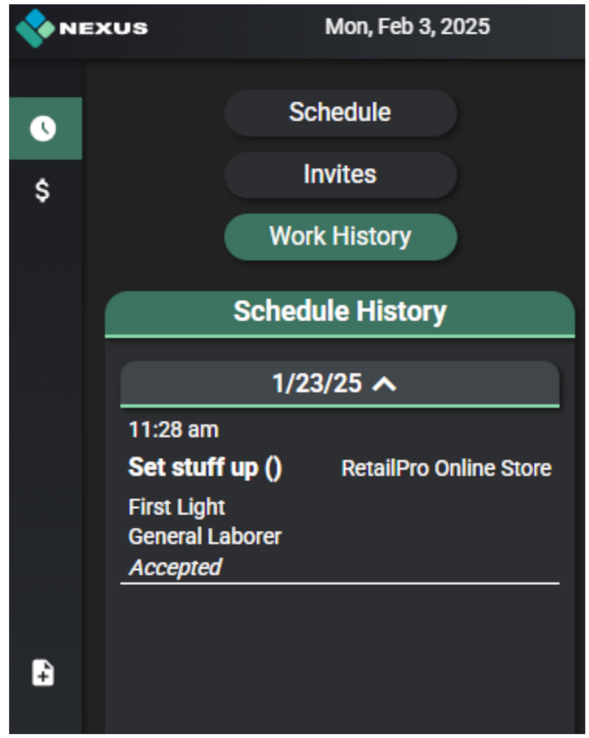


After a shift has been completed, it will be moved to the "Work History/Schedule History" tab. You can view worked shifts here before they have had a timecard created and entered into the payroll system.

Once a shift has been entered into the payroll system, an entry will be added on the "Timecard History" You can access this page with the dollar sign icon on the left hand menu. It can take up to two weeks after the working date for a shift to have a timecard created.







By tapping the icon in the left hand menu that is shaped like a piece of paper with a + sign, you can access the forms link page.

Incident Report - used to report both good and bad things to the office

Timesheet Report - used to submit timesheets

Contact Update - Used to inform the office of any changes to your contact information.

Pay Discrepancy Form - used to report errors related to pay and paychecks

Injury Report - used to report injuries sustained during work

Expense Form - used to report expenses incurred so that QSR can properly reimburse you or to report purchases made with a company card.